MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

MASS CLAIMS FILE SPECIFICATIONS

Employers must use one of the following record formats in processing Electronic Mass Claims Filing. Please note that failure to use one of these formats may result in processing delay.

Excel Format

This is the preferred format. This format allows the customer to send an EXCEL spreadsheet that will be converted to the MAINFRAME format for processing. The following data items must be in the sequence and format as indicated. Data items are to be saved as TAB delimited.

Field Description	Field Length	Picture	Format
SSN	9	Numeric	No hyphens or slashes
FIRST NAME	9	Alphabetic	
LAST NAME	16	Alphabetic	
STREET	24	Alphabetic	
CITY	18	Alphabetic	
STATE	2	Alphabetic	
ZIPCODE	5	Numeric	
BIRTH DATE	6	Numeric	MMDDYY
SEX	1	Alphabetic	M = Male, F = Female
CITIZENSHIP	1	Alphabetic	Y = Citizen, N = Alien
TELEPHONE NO	10	Numeric	

Note: Follow the below instructions to save an Excel spreadsheet as TAB delimited.
1. Click on "FILE"
2. Click on "SAVE AS"
3. Select file type "TEXT (TAB Delimited)(*TXT)"
4. Click on "SAVE"

Mainframe Format

This format allows the file to be processed directly into legacy mainframe programs. The record length is 102 characters, described as follows:

Field Description	Field Length	Picture	Format
SSN	9	Numeric	No hyphens or slashes
FIRST NAME	9	Alphabetic	
LAST NAME	16	Alphabetic	
STREET	24	Alphabetic	
CITY	18	Alphabetic	
STATE	2	Alphabetic	
ZIPCODE	5	Numeric	
BIRTH DATE	6	Numeric	MMDDYY
SEX	1	Alphabetic	M = Male, F = Female
CITIZENSHIP	1	Alphabetic	Y = Citizen, N = Alien
TELEPHONE NO	10	Numeric	
FILLER	1	Alphabetic	(Must be Blank)